



DEPARTMENT OF THE NAVY
NAVAL ELECTRONIC SYSTEMS COMMAND
WASHINGTON, D. C. 20360

NAVELEX INST 12410.12
ELEX 01D

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AUG 09 1982

From: Commander, Naval Electronic Systems Command

Subj: NAVELEX Toastmasters Communication and Leadership Training Program

1. Purpose. This instruction describes a training program which is designed to improve speaking and listening skills and develop individual leadership.

2. Background. The NAVELEX Toastmasters Communication and Leadership Training Program is an effective and proven program which is available to all NAVELEX personnel. Since NAVELEX personnel are frequently called upon to conduct conferences and to make oral presentations, participation in the program is sanctioned and encouraged.

3. Program Description. Part I, Basic Training program and Part II, Advanced Training program are arranged in two consecutive parts as follows:

a. Part I, Basic Training Program, consists of 15 speech projects which are described in a training manual entitled "Communication and Leadership Program". Each project has specific objectives and requires the delivery of a five to seven minute speech. In addition, members also receive training and experience in speech evaluation; impromptu speaking; preparing and using audiovisual techniques; use of parliamentary procedures; and chairing conferences.

b. Part II, Advanced Training Program, consists of 25 additional speech projects which are described in a training manual entitled "Advanced Communication and Leadership Program". Each of these projects provides valuable practical training for the advanced member.

There is no established schedule for completion of either Part I or Part II, rather each member advances at his or her own pace. A certificate is issued to each member upon his or her successful completion of each part of the training program (Part I and Part II). Also, certification of completion is incorporated as a permanent record into the member's personnel record or service jacket.

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4. Membership. Membership in NAVELEX Toastmasters is open to all NAVELEX personnel. All costs incidental to membership are borne by the individual member.

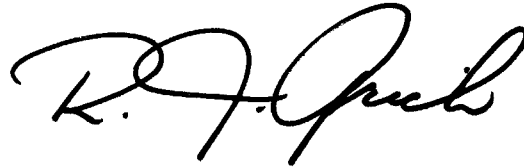
5. Meetings. NAVELEX Toastmasters meetings are held on the second and fourth Wednesday of each month, usually from 1100 to 1200.

6. Authorization.

a. Training. Supervisors are authorized to grant one hour excused time for employees to attend each NAVELEX Toastmasters meeting.

b. Facility. The use of conference rooms by NAVELEX Toastmasters to conduct meetings is authorized when not in conflict with Command business.

7. Action. Addressees are encouraged to take full advantage of the training available through this program. Addressees who desire to participate should contact ELEX OLD.

A handwritten signature in black ink, appearing to read 'R. J. Grich', with a stylized, cursive script.

R. J. GRICH
Acting Vice Commander

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